

RYBAT

ER-4-3150

~~SECRET~~

~~SECURITY INFORMATION~~

23634

26 June 1953

MEMORANDUM

TO : Deputy Director for Administration, KUBARK

FROM: Auditor-In-Chief, KUBARK

When I left Washington to set up an audit base at this Headquarters there had been established four (4) slots for auditors in the [] table of organization. This was on the assumption that clerical help would be available here to handle the administrative details incident to audit work. I now find that such clerical help is not available and urge that the following action be taken.

25X1A6A

1. Increase the [] T/O by one administrative clerk-typist, grade GS-7. This should be expedited as this Headquarters will furnish temporary help if the slot is authorized.
2. Call on the Audit Office to transfer an administrative clerk-typist from that office.
3. Expedite the assignment of a trained auditor to fill the fourth audit slot already authorized for this [] Audit Office.

25X1A6A

25X1A6A

Initially effective with the accounts for July, the [] Office will audit the accounts for [] by on the spot audits and for [] by audit at []. It is expected that the [] office may also be included in an on the spot audit from here after my visit there. A separate report on the overall audit program is being submitted.

25X1A6A

25X1A6A

25X1A6A

25X1A9A

[]
Auditor-In-Chief

~~SECRET~~

~~SECURITY INFORMATION~~

RYBAT